

## BID System Registration Help

Please note that the Supplier Registration process is a **one-time** process. In order to access the Hydro One Bidding system and bid on any RFX(s), all existing and potential suppliers must first register themselves here. Upon completion of the registration process, an email will be sent to the supplier's primary contact person within 1-3 business days containing a valid username and password.

In completing the registration process, suppliers are required to fill out all required fields indicated by an asterisk (\*). The following table provides a description of the fields.

| Field  | Description   | Mandatory? |
|--|---|------------|
| Legal Name of the Company                                    | Legal Name of the Company<br><b>Max:</b> 40 characters  | Y          |
| Standard Industrials Classification code (SIC)               | Numerical code for classifying companies according to the activities in which they are engaged<br><b>Max:</b> 6 digits  | N          |
| D-U-N-S Number (Data Universal Numbering System)             | A unique 9-digit identifier assigned to a single business entity by Dun & Bradstreet (D&B). It is a common standard worldwide for keeping track of the world's businesses.<br><b>Must be exactly 9 digits</b> | N          |
| GST/HST Registration Number                                  | First 9 digits of the GST/HST Registration Number<br><b>Must be exactly 9 digits</b>  | N          |
| Company Structure  | Appropriate options are indicated within the drop down menu (i.e. Corporation, Partnership or Sole Proprietor)  | Y          |
| Address Data: Name Tab                                       | <b>Title:</b> Title of the contact person (Mr., Mrs., Ms. or Dr.)   | Y          |
|  | <b>First Name:</b> First name of the primary contact  | Y          |
|  | <b>Last Name:</b> Last name of the primary contact  | Y          |
|  | <b>Email Address:</b> Email address of the primary contact  | Y          |
|  | <b>Telephone Number:</b> Telephone # of the primary contact (including area code)   | Y          |
|  | <b>Telephone Extension:</b> Telephone extension # of the primary contact  | N          |
|  | <b>Home Page URL:</b> Webpage URL for the company   | N          |
| <b>Fax Number:</b> Fax # of the primary contact              | N   |            |
| <b>Fax Extension:</b> Fax extension # of the primary contact | N   |            |

|   |   |  |
|---|---|--|
| Address Data: Address Tab               | <p><b>Street:</b> Street address of the supplier's location (Max 50 chars)</p> <p><b>Number:</b> Street number of the supplier's location</p> <p><b>Building:</b> Building number or description</p> <p><b>Floor:</b> Floor number of the supplier's location</p> <p><b>Room Number:</b> Room number of the supplier's location</p><br><p><b>City:</b> City of the supplier's primary location (Max 40 chars)</p> <p><b>Province/State:</b> Select province/state of the supplier's primary location from drop down menu</p> <p><b>Postal/Zip Code:</b> Postal/Zip code of the supplier's primary location (Note: For Canada, code must be in the format X#X #X#)</p> <p><b>Country:</b> Select country of the supplier's primary location from drop down menu</p><br><p><b>P.O. Box:</b> Post Office Box Identifier (Max 10 chars)</p> <p><b>PO Box Station:</b> Post Office Box Station</p> | <p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p><br><p>Y</p> <p>N</p> <p>Y</p> <p>Y</p><br><p>N</p> <p>N</p> |
| Which Product Category can you deliver? | Descriptions of the products and/or services that the supplier delivers. Check all that apply. (At least 1 category must be checked)  | Y  |
| Code of Conduct/Confidentiality         | Check off the 'Yes' check box for acceptance  | Y  |